

VILLAGE OF COTTAGE GROVE PUBLIC WORKS & PROPERTIES COMMITTEE
MEETING MINUTES OF OCTOBER 4, 2016

1. Call to Order at the Municipal Services Building. The meeting was called to order at 6:01 p.m. by Alex Jushchyshyn.

2. Determine that a quorum is present and that the agenda was properly posted.

It was determined that a quorum was present and that the agenda had been properly posted. Committee members present were Andy Eberhardt, Alex Jushchyshyn (chair), Larry Kieck, and Scott Schuerman. Mike Hackel was absent and excused. Also present were Public Works Director JJ Larson, Mike Maloney and Terri Meyerhofer of MSA, Public Works Administrative Assistant Kristen Krause, and 32 members of the public.

3. Public Appearances – Public’s opportunity to speak to Committee Members about any item that is not a specific agenda item.

None.

4. Public Information Meeting – Seldal Plat Street Reconstruction Project.

a. Project presentation is 6:00 – 6:15 pm.

Mike Maloney of MSA explained that the purpose of the meeting tonight is to get input from residents regarding their issues/concerns with drainage, sanitary sewers, low water pressure, parking and sidewalks. The design phase of the project will take about two (2) months, with the design plan being brought back to the December Public Works and Properties Committee Meeting. At that time, residents will be invited to attend the December meeting to discuss the plan and get preliminary resolution numbers. Bidding on the project would then go out in January of 2017, with construction beginning somewhere between April and July of 2017. The roads involved in this project include Lori Lane, Bonnie Road, Connie Street, Cheryl Street and Donna Street and consist of approximately 4,000 feet of roadway. Comment sheets, where residents could further explain their concerns or ask questions about the project, were passed out to residents, and Maloney stated that they could be turned in tonight, or sent in the mail (or via email).

Maloney then went over some items that are already planned for the project. He stated that the water main in this neighborhood is old and will be replaced with a ductile iron water main. Also in need of repair, is the sanitary sewer line down Bonnie Road just before Lori Lane. An open trench will be used to repair this. Other sewer areas will be reviewed and fixed with either spot repairs or lining of the sewers. Getting storm sewers put in is also a priority. Maloney said that most of the roadway in this neighborhood was in poor condition and will need to be replaced down to the base course. First, the sewer repairs will occur, and then the water main and after that comes the road repairs. There will be a new base course and curb and gutter. The driveway aprons that will be put in will be concrete. MSA will also be studying driveways to make sure that the road and curb and gutter are below the driveway. If the road grade needs to be changed to accomplish this, the Village will pay for the new driveway apron if the change in grade is more than 6%. If the change in grade is less than 6%, the homeowner will pay 100% of the cost of the apron. For curb and gutter, if there is already curb and gutter in front of the home, the Village will split the cost 50/50 with the homeowner. If there is no curb and gutter, the homeowner will pay 100%.

b. Project discussion is 6:15 – 6:45 pm.

At this time, the meeting was opened up to the public for discussion. Sue Mabie, 439 Connie Street, voiced concerns of drainage and excessive amounts of water running down her property and her neighbors. She wanted to make the committee aware of what and where the problem was occurring and would like to see this corrected with the project.

Dave Jones, 442 Connie Street, was a former Village President and stated that a policy written approximately 20 years ago stated that there would not be sidewalks placed in this neighborhood. Mr. Jones also brought up concerns of water distribution and storm drains. The swales and grading in this neighborhood are not working. He explained that on the corner of Connie Street and Bonnie Road, the driveway of the duplex at that point fills with water when it rains. He also reiterated the drainage issues at

Donna Street and Connie Street and those that were previously mentioned. Another concern he had was about the supply lines possibly eroding from well #2 on Donna Street. Maloney said that this will be looked at during the water main part of the project.

Tiffany Loken, 464 Bonnie Street, asked if she will get to keep the concrete curb and gutter that already exists on her large corner lot or will she have to pay for new curb and gutter. Maloney stated that after a preliminary inspection, the curb and gutter on Bonnie Street looks pretty good and if any repairs are needed, they would be small spot repairs.

James Lanouette, 438 Connie Street, asked if there is any idea of cost at this point. Maloney stated that estimated costs will be given at the December meeting, and depends on bids. At this time, to give a rough estimate, curb and gutter could run approximately \$12-\$13 a lineal foot and driveway aprons could run approximately \$6 per square foot. Per Village policy, new curb and gutter where there wasn't any before will be 100% property owner's expense, and when there is replacement or repair of existing curb and gutter, cost will be split between the property owner and the Village at 50% each. Driveway approaches/aprons are 100% property owner's expense unless there is a change in the grade of the street of more than six (6) inches, and then it would be 100% Village expense.

Tari Eschenburg, 446 Connie Street, is concerned with drainage issues to the side and front of her home as water pools significantly in both areas. She was told that the road was graded too low in front of her house. Approximately 12 years ago, a water pipe was installed in her yard and it still sinks in. The Village continues to patch in front of her house, but it keeps sinking in. Another concern is that she will have to pay for curb and gutter on both sides of her property since she lives on a corner. She would also like to see equitable distribution of the roads and feels that having wider roads in this neighborhood will make it safer. Eschenburg asked how far her lot line is to the road, to which Maloney replied a little over 10 feet. She feels that her neighbors have more room between their lot lines and the road. Maloney noted this on his map as well.

Dave Kerznar, 452 Bonnie Road, stated that his questions had been answered.

Steve Loniello, 440 Connie Street, wondered if all streets are being done at one time, and if so, where do residents park. Maloney explained that residents would be able to park in their driveways during most of the project, except for when curb and gutter is being put in. At that time residents can park on the street. If a resident has specific needs that require them to use their driveway, they should contact Maloney to make arrangements. Loniello also noted that the street crowns differently in front of his house which causes water to pool in his yard when it rains, and asked if the road in front of each individual house will be evaluated when it comes time to put the road in, or will they just average the whole street. Maloney said that they will make it work for each driveway and that the gutter line will be lowered, along with the street in some areas, but they have to get the road to work properly for the whole entire street.

Paul Donahue, 461 Bonnie Road, drainage concerns on his property over the top of the curb. He feels that more drainage needs to be put in. Maloney said if they can identify another outfall in this area, it may alleviate the problem.

Ron Mabie, 439 Connie Street, asked how wide the roads are in this area currently, what the new projected width will be, and how many trees do they feel will be lost to the widening. Maloney stated that most roads in this area are between 28 feet and 32 feet, with 30 feet on an average for the roads without curb and gutter. If on-street parking is to be maintained, a width of 32 feet is needed. Maloney said that they did not see any trees that may be lost at this time, but they would be identified on the plans in December if there were any that had to be removed.

Other questions/concerns that were raised by residents included the addition/placement and also repair/replacement of streetlight poles. Maloney said they will talk to Alliant Energy about moving the

poles closer to the road for better illumination and including additional lights. Location of the mailboxes during the project was also discussed. Maloney stated that mailbox banks will be created at various points in the neighborhood, but does not have the exact locations at this time. Residents will be notified by newsletter of where their mailbox bank will be located. School bus drop off and pick up should not be disrupted too much, since the road construction portion of the project will likely occur after school is out, but there may be a possible detour when underground work is being done. Any other services should be able to get to your house during the project. Another resident asked how property taxes will be affected after the road improvements are made. Maloney said that the question is more for the assessors, but that the improvements may impact residents' property taxes. The Village has a policy that after the public hearing with an open book on the assessments, the Village Board must approve the assessments, and then the Village has the option to allow a five (5) year payment plan and the assessments could be put on the property tax bill.

Maloney once again reminded residents to submit comments either by turning the forms in tonight, sending by mail or by email. Once those comments are received, Maloney will be bringing those back to the Public Works Committee.

5. Old Business

a. Discuss Sidewalk Policy.

No further discussion on this item.

b. Status update on MSA building assessments; MSB, Bonnie Rd & Village Hall.

Larson feels that the assessment done by MSA was quite comprehensive. Maloney and Carolyn Wastlund of MSA toured each of the three Village facilities (the former Public Works building, the current Municipal Services Building and the Village Hall), and came up with a list of items that need to be corrected/fixed. The items highlighted in the assessment are things that need to be taken care of sooner rather than later. Jushchyshyn noted that the highlighted items totaled approximately \$56,000. Eberhardt asked if the maintenance/repair items are done over a couple of years and amount to more than \$25,000, do they need to be bid or can the maintenance/repairs on difference items be done independently (i.e. HVAC, electrical, etc.), to which he was told yes, they can be done separately. Kieck questioned why the report suggested replacing two (2) GFI outlets with non-GFI outlets, to which Larson replied that they are constantly going out and that due to the location of the outlets, they are not required to be GFI. Jushchyshyn recommended that committee members take a look at all of the items and come back to next month's meeting with a list of what they feel is important to start budgeting for. Small items may be able to be added into the upcoming year's budget. No formal action was taken.

6. New Business

a. Discuss proposed plan for roundabouts.

There is no proposed plan at this time. Larson had met with Larry Berg of McKay Nursery to discuss replacing the 12 dead trees in the northernmost roundabout with matching sized trees. He received a call from Berg shortly before the meeting tonight and was told that the same sized trees are not in stock and the only ones he has in stock currently would not match well. They will meet again soon to go over other options. Larson stated that the weeds in the roundabouts have been chopped down or removed. He would like to make the roundabouts maintenance free. This item will be discussed at the next meeting. No formal action was taken.

7. Engineers Report

VILLAGE PROJECTS

Westlawn 3rd Addition Wetland Restoration

Project is awaiting Village budgeting. Permits are being extended to allow for the project to occur in 2017.

CTH N and School Road Intersection

MSA created a School Road and CTH N intersection concept plan. Discussed the project funding and project limits with the Village staff. The project will start if approved in the budget.

Gaston Road Project

The project is going well so far and is anticipated to be finished by December 2.

DEVELOPMENT PROJECTS**Atlantis Valley Foods**

Staff followed up on improvements made to the west side of the site. The land disturbance surety was released and the project completed.

Clasen Custom Coatings

Site review of water quality devices were found and need repair. The repair by equipment will likely make more erosion rather than waiting for better weather to allow the ground to become firm. The specific cleanup will occur this fall.

Rainbow Child Care Center

The site engineer delivered new stormwater plans and equipment for review. The review was completed and the builder is ready to start the underground water quality structure installation. Site erosion control inspections occurred after rainfalls.

Culver's

The landscaping and site restoration was being completed. The Land Disturbance Permit will be released in October.

Cottage Grove Mini Storage

Completed on-site inspections of site civil construction, stormwater management and erosion control.

Quarry Ridge Estates

MSA completed the review of the plans for the entire remaining subdivision as presented by the site engineering. New permitting requirements with the State of Wisconsin DNR have required the developer to provide wetland delineation. The added effort by the State requirements could delay the project and the developer is looking into a possible amendment to the phase one lots.

Municipal Buildings Maintenance Report

MSA completed their site visits, reviewing conditions in the prior Public Works facility, the new Public Services building and the Village Hall. The work descriptions per a schedule with cost estimates will be provided to the Public Works Committee at their next meeting.

Seldal Plat Street Improvements

MSA commenced the project planning, prepared the neighborhood invitation and first exhibit to be used in a neighborhood public meeting. The meeting was held tonight at Village Hall, October 4, during the regular scheduled Public Works Committee meeting. This first meeting focused on describing basic improvements and listening to the residents on issues that they have observed.

8. Directors Report

Some storm sewer repairs have been made recently by Public Works staff. The repairs included fixing some small sinkholes near storm inlets over the last few months. A number of those repairs needed significant repairs where storm pipes had pulled apart. All of those identified have been repaired and most asphalt repairs are also complete. These issues may have come about due to the hard rains that have fallen recently, which may have washed stone away faster and made more of these surfaces than normal.

As Weed Commissioner, Larson had staff mow the lot on North Parkview again due to non-compliance. The owner of this property contacted Village Administrator and from this point forward, an "Affidavit of Mailing" will need to be signed with each notification letter sent to this property owner. Another homeowner was found in violation of the ordinance and staff had to mow that lawn as well. The homeowner was a first-time offender, the home is being lived in and an invoice was sent. Horizon recently mowed along Main Street near Cottage Grove School.

Larson recently met with Larry Berg of McKay Nursery regarding plantings/trees in the roundabouts. Berg identified dead trees and explained that the replacements that he had will not match in size. Larson and Berg will meet again to go over other options.

The Village's road resurfacing projects are complete for this year and Larson had one resident from the Town submit a bill for cleaning due to the amount of dust that entered the resident's home. The resident was instructed to submit the claim through the Village's insurance.

Culver's owner contacted Larson about people attempting to turn left out of their parking lot from the northernmost driveway, which is illegal and causing traffic issues. The owner asked if Public Works could put up some signage to ensure drivers exiting the northern drive only turn right out of the parking lot.

9. Approve the minutes of the September 6, 2016 Public Works & Properties Committee meeting.

Motion by Kieck, seconded by Eberhardt, to approve the September 6, 2016 meeting minutes as presented. Motion carried with a voice vote of 4-0-0.

10. Set tentative date for next meeting.

The next meeting is scheduled for Tuesday, November 1, 2016 at 6:00 pm at the Municipal Services Building.

11. Future Agenda Items

- Seldal Plat preliminary plans.
- Building inspection assessments and possible tour.
- Roundabouts.

12. Adjournment

Motion by Kieck, seconded by Jushchyshyn, to adjourn at 7:16 pm. Motion carried with a voice vote of 4-0-0.

Respectfully submitted by Kristen Krause, Public Works Administrative Assistant.

Approved on: __11/1/16__

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim discussion of the subjects and conversations that took place.